

AIRPORT LAYOUT PLAN NARRATIVE REPORT CHECKLIST

Airports Division, Northwest Mountain Region

Federal Aviation Administration

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An important product of an airport master plan study is a new or updated airport layout plan (ALP). However, in some airport planning cases such a detailed study is not necessary and the ALP can be based on a more abbreviated evaluation of the airport situation involving a brief ALP narrative report. For example, an ALP narrative report may suffice in cases where the ALP needs to be updated as part of an airport development project formulation process or for planning purposes on simple airport layout situations. Also, an ALP narrative report, in preliminary format, should accompany the first submission of a preliminary ALP set of drawings for FAA review. The FAA uses the preliminary ALP narrative report to help determine whether or not further, more detailed study will be required (i.e., a comprehensive airport master plan study) for the preparation of the draft and final ALP set of drawings. The determination on whether the ALP should be based on an ALP narrative report or on an airport master plan study should be made on a case by case basis involving the airport sponsor, their consultants, and the FAA Airports District Office (ADO). This determination depends on the nature and complexity of the airport planning and development needs and should be reflected in the workscope for the proposed preparation of the new or updated ALP.

In summary, the checklist below is recommended for use by the airport sponsor (and their consultants) in preparing the draft ALP narrative report and by the ADO in reviewing it. It can also be used by the airport sponsor and the ADO to develop the workscope for preparing the ALP narrative report. It is based primarily on Appendix 7 of AC 150/5300-13, Airport Design, including changes 1 through 5. Change 5 is dated 2/14/97. Appendix 7 covers ALP components and preparation.

AIRPORT:_____ **LOCATION:**_____

SPONSOR/CONSULTANT:_____ **DATE:**_____

FAA PROJECT MGR:_____ **DATE:**_____

Narrative report.**YES NO REMARKS**

1. Definition: A condensed report explaining the reasoning behind, & important features of the ALP. This report, in preliminary form, should accompany the first submission of a preliminary ALP for airport sponsor & FAA review. When ALP preparation is being done in conjunction with a master plan study, the master plan report will contain this information so that a separate ALP narrative report is normally not needed. () () _____
2. Report format:
 - a. Presented in regular report format (i.e., printed on standard 8 1/2" x 11" sheets with cover, table of content, text with tables, & references, as needed). () () _____
 - b. Optional approach is to present the report on a sheet the same size as the ALP drawing & include it in the ALP set of drawings. () () _____
3. Includes:
 - a. Basic aeronautical forecasts. () () _____
 - b. Basis for proposed items of development. () () _____
 - c. Rationale for unusual design features or modification to FAA airport design standards. () () _____
 - d. Development summary for stages of construction & layout drawings depicting the main items of development in that stage. () () _____
4. Preparation guidelines.
 - a. Forecasts. Extent & basis depend on airport size & use. As a minimum, include 0-5, 6-10, 11-20 forecasts. () () _____
 - (1). Total annual operations. () () _____

	YES	NO	REMARKS
(2). Annual itinerant operations (all aircraft).	()	()	_____
(3). Based aircraft.	()	()	_____
(4). Annual instrument approaches.	()	()	_____
(5). Air carrier, air taxi, com- muter, & total enplaned passengers (commercial airports only).	()	()	_____
(6). Description of how forecasts compare with TAF.	()	()	_____
(7). Annual itinerant operations by current design aircraft. Identify current critical aircraft.	()	()	_____
(8). Annual itinerant operations by any future more demanding aircraft. Identify any future more demanding critical aircraft.	()	()	_____
(9). Current & future airport reference code (ARC).	()	()	_____
b. Rationale & action plan that addresses obstructions & non-standard airport features.	()	()	_____
c. Existing & proposed land use actions. Include status of the interests for existing & proposed airport property (fee, easements, non- airport, etc.)	()	()	_____
d. Basis for proposed development & land acquisition project items.	()	()	_____
e. Stage development. Summarize major developments items & costs for three stages (0-5, 6-10, & 11-20 year), & depict these stages on drawing.	()	()	_____
f. Summary table showing applicable airport design standards relative to the existing & proposed runway & taxiway system, including the clearance & separation dimensions & the RPZs.	()	()	_____

YES NO REMARKS

g. Community involvement & coordination.

This includes documentation that ALP was coordinated with appropriate local & state governmental units & found to be consistent with their plans. Environmental concerns related to proposed airport development that were raised as a result of community involvement & coordination should be addressed. Finally, any public meetings should be documented.

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h. Other. The narrative report provides useful & understandable information & guidance to the airport sponsor and to the FAA for ALP approval.

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Use space below for any detailed remarks.